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Classification

11

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS/OTR/SUS-11

1. TITLE OF REPORT (If a fill-in report include Form No.)
Records Holding Survey

2. TYPE OF REPORT: [X] STATISTICAL [ ] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL
[1] LOGISTICS [ ] SECURITY [ ] OTHER (specify)
[ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED
2 (C/SUS, MTF)
4 (AT)

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Annual

6. DISTRIBUTION (No. of components not number of copies)
1 (OTR Records Mgt. Officer

7. FORMAT (memorandum, form computer print-out, etc)
Memo

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT
HR-[ ] OTR Notice 7-66, 22 June 1966 STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)
C/SUS, AT, MT

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
None (the three reports are sent separately to OTR Records Mgt. Officer)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
14	$11.00		1		$11.00		1		$11.00
13	8.00		1		8.00		1		8.00